



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

To: City Council
From: Susan Leonard, Human Resources Director
Date: March 21, 2014
Re: Human Resources Reorganization including HR Generalist Reclassification & Title Change to HR Manager

I respectfully request and recommend the approval of the reorganization of the Human Resources Department. The recommendation has been reviewed and supported by the Institutions and Human Resources Policy Committee and CAO in accordance with the reorganization requirements delineated in the City of Burlington Comprehensive Personnel Policy Manual. The reorganization is within existing FY14 budgetary appropriations and calls for:

Changes to Positions:

- Human Resource Generalist positions, grade 18 to become Human Resources Managers, grade 20
- Retirement Administrator position, grade 18 to become Retirement and HRIS (Human Resources Information Systems) Administrator. No change in grade.
- Human Resources Administrator job description update, no change in grade.

Staffing Reorganization:

- Retirement Administrator vacancy to be filled by current Interim, Stephanie Hanker
- HR Manager positions to be filled by current Interim HR Generalist, Stephanie Reid and incumbent HR Generalists Julie Hulburt and Ben Pacy
- HR Administrator vacancy to be filled through hiring process

Reclassification of Human Resources Generalist Positions to Human Resources Managers

Enhancements to the Human Resources Generalist job description include the ability to understand and provide employees with information related to the Burlington Employees Retirement System, ongoing comprehensive Diversity and Equity work and responsibility for City-wide training initiatives related to HR legal compliance and best practices. The additional duties are consistent with an HR Business Partner model of providing strategic HR services to assigned client groups "from recruitment to retirement" and provide critical back-up formerly lacking in the City's retirement administration function. These additional job duties require significant and substantive skill sets currently not part of the Human Resource Generalist Job Description. As such, they meet the prerequisite for reclassification, which using the Willis Classification System, returned an Exempt Non-Union Grade 20, salary range \$59,556 - \$71,066. An updated job description, with additions highlighted, is enclosed.

In accordance with City compensation policy, upon approval, all three Generalists will be placed at step 1 of grade 20 with a corresponding annual FY14 salary of \$59,556. This represents an FY14 increase of two grades for the three incumbent HR Generalists. Hulburt is currently an 18/7 with a corresponding annual salary of \$56,529, Reid is currently an 18/1 with a corresponding annual salary of \$50,681 and

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The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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Pacy is currently an 18/2 with a corresponding annual salary of 51,661. The changes to the Human Resources Generalist position necessarily mean changes to the Retirement Administrator and Human Resources Administrator positions, as detailed below.

Title change and job description update for the Retirement Administrator position

Enclosed please find the Retirement Administrator Position Job Description with the proposed changes identified using MS Word 'Track Changes'. The substantive addition to this position's responsibilities is that of serving as HRIS data manager; this role will facilitate integrated data management and optimal use of available technology. These duties affect data related to all City employees and represent a significant amount of system knowledge and ongoing time commitment. This change does not represent a new skill set and thus does not meet the threshold for Reclassification, thus no change is being recommended to the classification and it will remain an Exempt Non-Union Grade 18 in the Willis Classification System. The additional duties are offset by the work the Human Resource Generalists will be taking on. I am recommending the proposed changes to the Retirement Administrator Job Description and the Position's Title Change to 'Retirement and HRIS Administrator'.

Job Description Changes to the Human Resources Administrator Position

Enclosed please find the Human Resources Administrator Job Description with changes indicated. Changes include new duties to support the City's diversity and equity efforts and benefits data processing. These changes do not warrant reclassification of the position, and are included for your information as it relates to the proposed Reorganization.

Financial Impact:

Reorganization salary expenses are funded in part by filling two of the three cascading vacancies (Retirement Administrator & HR Admin) at a lower step within the grade and are further offset by current interim staffing savings.

FY 14 Interim Staffing Savings						
Retirement Admin Vacancy	18/13	\$59,450	Interim Hanker	18/7	\$56,529	\$(2,921)
HR Admin Vacancy (Reid)	16/2	\$45,306	Temp	12/1	\$35,029	\$(10,277)
HR Generalist (Hanker)	18/7	\$56,259	Interim Reid	18/1	\$50,687	\$(5,572)
Full year savings		\$161,015			\$142,245	\$(18,770)

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Reorganization Expenses						
Current FY14 Budget			Proposed FY14 Changes			Difference
Retirement Admin Vacancy	18/13	\$ 59,450	Hanker	18/7	\$ 56,529	\$ (2,921)
HR Admin Vacancy (Reid)	16/2	\$ 45,306	New Hire	16/1	\$ 44,458	\$ (848)
HR Generalist (Hanker)	18/7	\$ 56,259	Reid	20/1	\$ 59,556	\$ 3,297
HR Generalist (Pacy)	18/2	\$ 51,661	Pacy	20/1	\$ 59,556	\$ 7,895
HR Generalist (Hulburd)	18/7	\$ 56,529	Hulburd	20/1	\$ 59,556	\$ 3,027
Full year expenses		\$ 269,205			\$ 279,655	\$ 10,450

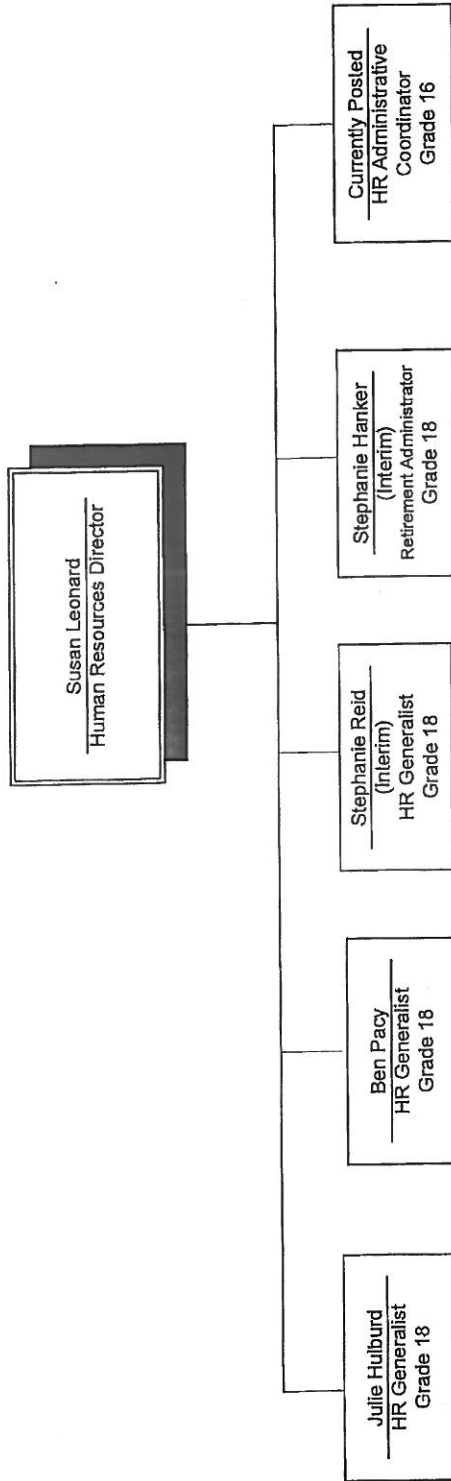
The above request is within existing FY14 budget appropriations and in accordance with the reorganization requirements delineated in the City of Burlington Comprehensive Personnel Policy Manual. If approved, the reorganization and reclassification will be effective following City Council approval and Mayoral signature of the resolution.

Thank you for your consideration.

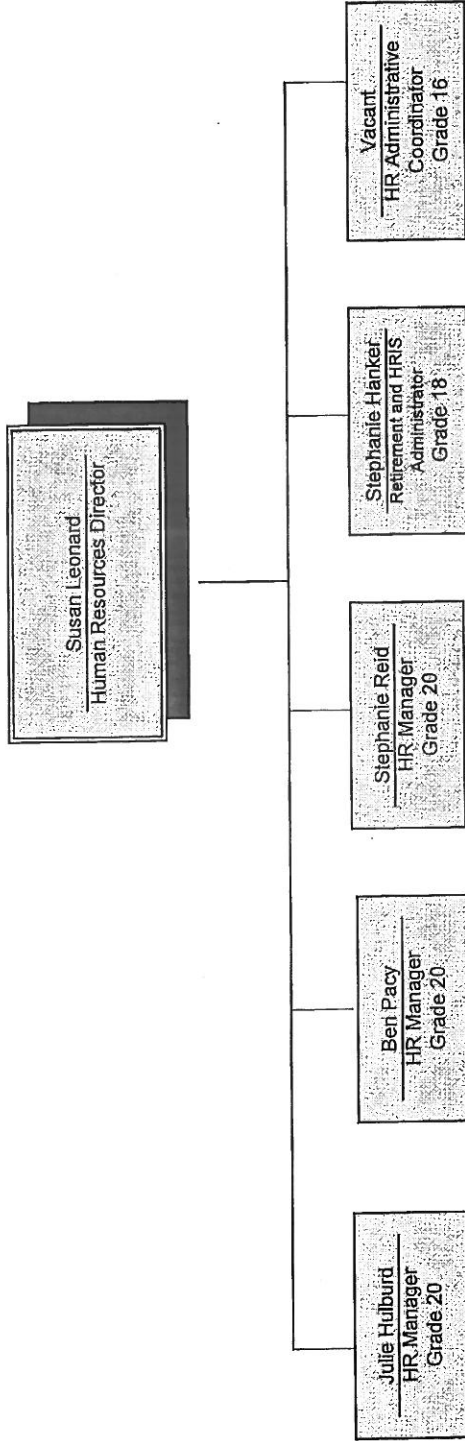
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Human Resources Department
City of Burlington
FY 2014 – Current



Human Resources Department
City of Burlington
Proposed March 2014



City of Burlington Job Description

Position Title: Human Resources ~~Generalist~~ Manager

Department: Human Resources

Reports to: Human Resources Director

Pay Grade: 2018

Job Code: 370

Exempt/Non-Exempt: Exempt

Union: N/A

General Purpose: Working within the parameters of a comprehensive set of personnel policies, four collective bargaining agreements, and applicable local, state, and federal employment laws and regulations, the HR Manager will operate at a high level to strategically interpret, apply and monitor workplace policies, programs and procedures to ensure excellence in the execution of the full spectrum of HR activities for assigned client groups within the City of Burlington.

Essential Job Functions: As a member of an integrated Human Resources team, the HR Manager will provide assigned client groups with strategic HR support in the following areas:

Human Resources Administration

- Manage all HR services to assigned client groups within the City by building strong working relationships to provide strategic influence through empowerment and holding him/herself and others accountable.
- Interact with city employees, department heads, commission members and elected officials on wide variety of human resources matters including, but not limited to, contract and policy interpretation, conflict resolution, performance management, discipline and discharge, recruitment, employee grievances, compensation, diversity and inclusion, wellness, safety and benefits programs.
- Provide or coordinate external sources for coaching, training and presentations to assigned client groups, elected officials and others on legal compliance relating to EEOC, Worker's Compensation, Illegal Harassment, cultural competency and diversity, FLSA, OSHA/VOSHA, ADA, ADEA, FMLA and other applicable state, local and federal laws and regulations as requested.
- Conduct intake interviews and investigations in response to harassment/respect in the workplace allegations and employee grievances in consultation with HR Director and legal counsel, as necessary.
- Oversee pre-employment medical exams, fitness for duty requests, drug and alcohol testing, background checks, Hepatitis B vaccination programs, VOSHA and Department of Transportation medical examination testing requirements including CDL drug pool and annual license verification.
- Analyze data and identify employment trends for functional areas and communicate results with HR team and department managers as appropriate.
- Carry out research assignments to support collective bargaining and grievance procedures.

- Coach and assist managers with the performance management process and work with the HR Administrator to monitor performance evaluation cycles for assigned client groups.
- Participate in cross-functional teams and other COB projects and initiatives as assigned.
- **Support the City's diversity, equity and cultural competency initiatives by representing the City at meetings and trainings such as We All Belong, to assist the administration in developing City practices and standards for an inclusive and diverse workforce at all levels of staff.**
- **Oversee City-wide training initiatives related to HR legal compliance and best practices for assigned client groups.**
- Identify, create, implement and manage special projects that are in alignment with the ever changing needs of the City's dynamic work environment.
- Conduct and participate in compensation studies as assigned.
- Work outside of regular business hours to attend City Council and sub-committee meetings as necessary.
- **Directly contribute to the day to day functional operations of the human resources office including serving as backup to other staff including the Human Resources Director.**

Benefits Administration

- Support administration of the City's employee insurance programs including health, dental, flex spending, CANRX, EAP, 457 deferred compensation programs and post-employment health plans including participation in bidding and renegotiation of carrier contracts.
- Conduct and communicate annual open enrollments for various benefits plans in partnership with the Human Resources Administrator.
- Facilitate accurate completion of applicable forms associated with changes in employee demographics, benefits information, general changes in status and provide to HR Administrator.
- **Provide City employees on options available for retirement benefits; prepare estimates of benefits, explain retirement procedures, provide information on health insurance, federal and state taxes, and social security; review actuarial benefit computations**
- **Inform vested and non-vested terminating City employees on options available to them for the contributions made to the retirement system.**
- **Attend retirement board meetings to provide supporting information related to disability retirement applications.**
- Maintain confidential employee medical records
- Play a leadership role on City's Wellness Team.

Workers Compensation/Leaves of Absence Administration

- Receive, track and maintain records of all workers compensation claims made by City employees within assigned client groups; ensure appropriate information is provided to insurance carrier and third party administrator in a timely manner..

- Work with employees, supervisors, insurance providers, third party administrators and physicians on safe return to work following workers compensation injuries, including returning to light duty assignments.
- Work with managers, supervisors and employees to encourage, promote and coordinate work place safety initiatives.
- Coordinate, administer and track FMLA leaves for assigned client groups. Ensure appropriate and timely documentation in order to ensure regulatory and legal compliance.

Employment and Compensation Administration

- Maintain up-to-date job descriptions and organizational charts for all positions within assigned client groups.
- Coordinate the preparation of all step placements, reorganizations, classification/reclassification packages as required.
- Support regular and seasonal recruiting efforts by identifying recruitment strategies, training hiring committees and assisting departments interviews for new hires and promotions.
- Conduct regular new employee orientation and present at departmental seasonal hire orientations.
- Conduct exit interviews, participate in separation process and track demographic information to inform diversity and equity initiatives.
- Perform other duties as assigned.

Qualifications/Basic Job Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Bachelor's Degree Human Resources, Organizational Behavior, Business Administration, or related field and a minimum of five years progressive human resources experience or an equivalent combination of education, certification and experience required.
- Proficiency in Microsoft operating programs, specifically Word and Excel required, Visio a plus.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development and ability to view all aspects of work through a culturally competent lens.
- HR experience in a municipal or public environment preferred.
- Demonstrated commitment to continuous professional development to remain current with HR theory, terminology, laws, regulations and best practices required. Professional in Human Resources (PHR) certification preferred.
- Ability to effectively and professionally represent the Human Resources Department and the City in all written and verbal interactions with multiple stakeholders including City

- employees, elected officials and members of the general public required.
- Ability to diffuse and manage complex organizational and employee issues using solid judgment, demonstrating the utmost level of the confidentiality, integrity and trustworthiness while honoring both employee and employer rights and privacy is required.
 - Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines is required.
 - **Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions.**
 - Ability to interpret legal, policy and contract language and communicate meanings in a clear and effective manner required.
 - Ability to perform presentations/training to large audiences required.

PHYSICAL DEMANDS:

Those consistent with a typical office environment, some repetitive motion required.

WORK ENVIRONMENT:

Office environment, Travel within the City of Burlington is expected; approximately 30% of the time.

The above cited duties and responsibilities describe the general nature and level of work being performed by people assigned to this job. It is not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected to perform.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

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| <input type="checkbox"/> color perception | <input type="checkbox"/> within and between | <input type="checkbox"/> pounds |
| <input type="checkbox"/> (red, green, amber) | <input type="checkbox"/> warehouses/offices | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input checked="" type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount forklift/truck | the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |

Human Resources Generalist

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<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated 022714

City of Burlington Job Description

Position Title: Retirement and HRIS Administrator

Department: Retirement

Reports to: Human Resources Director

Pay Grade: 18

Job Code: 326

Exempt/Non-Exempt: Exempt

Union: Non- Union

General Purpose: This position is responsible for the daily operation and administration of the retirement system. This position provides assistance and information to employees from pre-employment through retirement and ensures the equitable and fair distribution of benefits.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Retirement Administration

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- Counsel retiring City employees on options available for retirement benefits; prepare estimates of benefits; explain retirement procedures; provide information on health insurance, federal and state taxes, and social security; review actuarial benefit computations; receive and respond to a variety of questions from retirees.
- Process retirement applications, verify generalist and actuary estimates, prepare and submit report of the secretary to actuarial firm, submit to retirement board for approval and perform ongoing data management.
- Counsel vested and non-vested terminating City employees on options available to them for the contributions made to the retirement system.
- Process contribution refund and rollovers for vested and non-vested City employees including vested certificates and ongoing data management.
- Serve as Secretary to the Retirement Board; schedule meetings and prepare agenda and related materials and distribute as required; respond to questions from the Board on ordinances; policies and procedures and daily retirement office operations; research and prepare reports on issues for Board approval or action and make effective staff recommendations for consideration; keep Board member's apprised of matters affecting the retirement system.
- Compile and prepare the department budget; monitor expense, prepare and submit payment vouchers, reconcile monthly City budget statement, verify account totals and reconcile discrepancies.
- Provide information and prepare reports for actuarial valuation on a variety of data such as service, earnings, employment dates, pensioners, assets held and annual receipts and disbursements; reconcile discrepancies in reported data.
- Develop and prepare communications to employees and retirees including individual annual statements showing service, earnings, contributions, vested status and beneficiaries; prepare benefit information booklets, newsletters and other notices as required.
- Prepare and execute monthly pension payroll by submitting coding for all changes such as adds, deletes, tax deductions, health insurance deductions; maintain payroll ledgers; process status changes; arrange

direct deposit of checks as requested; implement cost of living increases and other types of system-wide changes.

- Manage retiree benefits administration including rate changes, additions, cancellations, demographic information for health, dental, PEBSCO, ICMA, Nationwide and life insurance. Communicate all changes to Payroll including retiree domestic partner taxation information.
- Gather information from and supply information to consultant's actuaries, City attorney, auditors, investment managers, investment performance analyst, City Medical Board, City Council, payroll officers and department heads.
- Develop and maintain information management systems to collect and retrieve member status information; track Medicare eligible, retirement dates for those in vested status, verify expenditures and track investment activity.
- Prepare the annual department report and variety of other required reports; draft the narrative for the annual report and submit to the Retirement Board; supply salary information and amounts of pensions paid; complete federal reports, surveys and questionnaires as required, supply information for the annual system audit.
- Review local, state and federal ordinances and policy changes affecting the retirement system; bring issues that require policy decision to the attention of the Board; maintain log of all changes for documentation of precedent cases; assist in drawing up the changes approved by the Retirement Board; explain policies to individuals or groups as necessary.
- Verify and record investment transactions; record monthly investment activity such as interest and dividends earned, gains and losses and mortgage payment received; verify the accuracy of the investment Custodian's statements against department records and reconcile differences; prepare monthly and annual investment activity reports.
- Review and maintain compliance with federal requirements; review information from actuaries, auditors and the retirement system to ensure compliance with federal requirements in terms of benefits, tax withholdings and reporting, and the issuance of W2's and 1099r's.
- Identify, create and manage special projects to support the health of the retirement system.

HRIS Administration

- Serve as the HRIS data manager.
- Facilitate integrated data management and optimal use of available technology.
- Maintain legacy HRIS systems ensuring access to critical historical data.
- Implement and maintain data integrity in new HRIS system modules, including but not limited to, employee self-service, grievance tracking and performance evaluation management.
- Create and maintain a reports library.
- Carry out research assignments and produce informational reports to inform administrative decision making related to collective bargaining, grievance resolution, committee work, public information requests and legal proceedings, etc.
- Participate in cross-functional teams and other City projects and initiatives as assigned.
- Directly contribute to the day to day functional operations of the human resources office including serving as backup to Human Resources Administrator.
- Work outside of regular business hours to attend City Council and sub-committee meetings as necessary.
- Manage website and facilitate 21st century communications

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Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree in Human Resources, Public Administration, Accounting/Business Administration, or related field required. —Equivalent experience and training may be substituted for education requirements.
- Three years of previous experience in public accounting, finance, pension fund administration, public administration, human resources or HRIS management or a combination of related experience and training is required. Experience in a municipal or public environment preferred.
- High level of proficiency in Windows-based applications is required. Experience with database maintenance is preferred; Experience in New World is a plus.
- Knowledge of retirement fund administration practices and procedures is required. Experience in budget preparation and maintenance is preferred.
- Insurance administration experience is preferred.
- Ability to direct the operation of the department and supervise the work of financial assistants.
- Ability to represent the Human Resources Department and the City in all written and verbal interactions with multiple stakeholders including City employees, retirees, elected officials, boards and commissions, outside entities and members of the general public in a courteous and professional manner is required.
- Utilization of solid judgment, demonstrating the utmost level of the confidentiality, integrity and trustworthiness in all written and verbal communication is required.
- Ability to work under pressure to prioritize large volumes of work to accomplish competing objectives while meeting firm deadlines under minimal supervision is required.
- Ability to interpret legal, policy and contract language and communicate meanings in a clear and effective manner required. Experience working in a work environment that is highly regulated by law is a plus.
- Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions.
- Demonstrated commitment to diversity, equity, cultural competency, and accessibility is required.
- Demonstrated commitment to continuous professional development to remain current with terminology, laws, regulations and best practices is required.

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Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

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<input checked="" type="checkbox"/> color perception	within and between	__10__ pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	climbing	__10__ pounds
<input checked="" type="checkbox"/> clear speech	ability to mount and	__ driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
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__ reading - basic	__ math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	__ judgment/decision
__ writing - basic	<input checked="" type="checkbox"/> clerical	making
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__ shift work	__ outside	__ pressurized equipment
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<input checked="" type="checkbox"/> inside	__ electrical equipment	__ dirt/dust

Supervision:

Directly Supervises: n/a Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(updated 02/200149)

City of Burlington Job Description

Position Title: Human Resources Administrator

Department: Human Resources

Reports to: Human Resources Director

Pay Grade: 16

Job Code: 1186

FLSA Status: Non-Exempt

Union: Non Union

General Purpose: This position serves a vital role in the day to day management of the Human Resources Department. It touches every aspect of HR service delivery including, but not limited to, general office management, HRIS/database administration, workers compensation, benefits, recruitment, budget management and accounting support. This position must maintain confidentiality and demonstrate the utmost judgment at all times.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

HR Administration

- Act as Executive Assistant to the HR Director.
- Provide administrative support to HR Generalists in a variety of functions, including but not limited to recruitment, orientation, benefits administration, unemployment, database management, report writing and general clerical support as needed.
- Act as Secretary to the Institutions and Human Resource Policy Committee, to include, scheduling and warning meeting times and locations, preparation of agendas and associated meeting packets, organizing and gathering post meeting information as necessary, and prompt preparation of minutes.
- Support recruitment efforts by ensuring that all positions are posted in accordance with City policies, fielding questions regarding employment opportunities, maintaining applicant tracking system and ensuring application files are kept up-to-date and remain current for twenty four months.
- Support the City's diversity efforts by researching and maintaining contacts for diverse local community recruitment sources, tracking demographic information related to applicants, new hires, promotions, turnover and exit interviews.
- Produce EEOC reports
- Serve as the Title I Americans with Disability Act Coordinator.
- Synthesize Generalist's monthly reports.
- Serve as the back-up for generalists in processing criminal background checks in accordance with City of Burlington policy, and state and federal regulations.

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General Office Administration

- Meet and assist or direct all walk-in Human Resources Department visitors.
- Ensure that the main Human Resources phone line is answered at all times during regular business hours.
- Respond to questions from employees and the general public regarding City personnel policies and procedures and coordinate freedom of information act responses.
- Maintain master HR calendar tracking time and attendance and coordinating office coverage.
- Maintain office filing systems for entire department
- Maintain office, ensuring main office is neat, equipment is serviced and supply inventory is stocked at appropriate levels.
- Work with generalists to coordinate all new employee orientations and schedule conference rooms.
- Collect and meter outgoing mail, and collect, sort and distribute all incoming department mail at least once daily.
- Keep current and organize all City of Burlington employee personnel records in accordance with City of Burlington policy, and state and federal laws.
- Coordinate employee bus and parking passes, to include, maintaining database and sending monthly to the C/T office for appropriate billing.
- Update and re-post the City shared drive the City of Burlington Employee Telephone Directory once annually.
- Participate in city-wide events (e.g. blood drives, United Way) as request by Director.

HRIS/Database Administration

- Maintain City-wide change of status form procedures in cooperation with the payroll department. Receive and record change of status forms, new employee information, and a variety of other personnel materials, and ensure that all appropriate information is recorded, maintained and kept current in the HRIS database.
- Responsible for maintaining applicant administration systems HRIS. Ensure that all positions are posted in accordance with City policies.
- Produce specialized workforce reports from HRIS database for department staff as requested.
- Produce reports of monthly anniversary dates and end of probation notices for generalists to deliver to appropriate supervisors.
- Ensure HR website information is correct and up-to-date.

Insurance & Financial Administration

- Oversee administration of COBRA programs, to include, forwarding COBRA election letters, processing changes in the HRIS database, monthly billing, deposits, and accounts receivables.
- Perform all department accounting functions including but not limited to; accounts payable, accounts receivable, journal entries, and department audits.
- Maintain general department budget and provide Director with a monthly status update.
- Maintain and update benefit information in HRIS. Serve as a back-up to generalists in submitting benefit enrollment, deletion, change paperwork to carriers as needed.
- Submit all benefit enrollment, deletion and change paperwork to carriers for assigned client groups.
Process monthly billings. Coordinate employee contributions and domestic partner fringe benefit amounts with payroll.

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Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelors Degree or equivalent combination of education and experience is required.
- Three years office/administrative experience is required. Experience working in a Human Resources office is preferred.
- Strong administrative skills, with the ability to multi-task and prioritize large volumes of work to accomplish competing objectives is required.
- High level of proficiency in Windows-based applications is required. Experience with database maintenance is preferred; Experience in Visio is a plus.
- Experience in simple website maintenance is a plus.
- Demonstrated ability to work and interface with the general public, elected officials, employees and outside entities in a courteous, professional and confidential manner is required.
- Utilization of the utmost discretion and solid judgment in all written and verbal communication is required.
- Ability to work under pressure, meet firm deadlines and problem solve under minimal supervision is required.
- Ability to demonstrate a team orientation and build strong working relationships is required.
- Experience in budget preparation and maintenance is preferred.
- Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions.
- Insurance administration experience is preferred.
- Experience working in a work environment that is highly regulated by law is a plus.
- Commitment to continuous professional development to learn HR theory, terminology, laws and regulations and best practices is required.

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Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | <input type="checkbox"/> within and between | <input type="checkbox"/> 15 pounds |
| <input type="checkbox"/> (red, green, amber) | <input type="checkbox"/> warehouses/offices | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> 30 pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount forklift/truck | <input type="checkbox"/> the road) |
| <input type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | <input type="checkbox"/> making |

<input checked="" type="checkbox"/> writing - complex	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input type="checkbox"/> shift work	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust
<input checked="" type="checkbox"/> inside		

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(Final 12/27/2014+)